

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

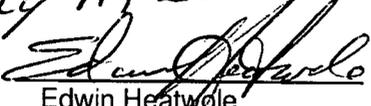
**Schedule No.  
C1133**

Page 1 of 2

**Agency - Wicomico County**

**Division/Unit - Public Works**

Item No.	Description	Retention
1	Correspondence – includes internal/external communication, incoming/outgoing mail Refer to Item No. 12 for electronic mail.(e-mail)	Screen annually destroy material whose fiscal, legal or operational value is no longer needed for current business with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
2	Administrative files	Retain three years; then destroy
3	Purchase Orders/Bills	Screen annually. Retain until the documents' fiscal, legal and operational values are no longer needed for current business then destroy.
4	Purchasing Request for Proposals	Retain ninety days; then destroy
5	Department Payroll and Leave Records	Retain two years; then destroy
6	Non-Active Department Personnel Files & Hiring Documents	Retain three years; then destroy
7	Maryland Department of Environment (MDE) and Occupational Safety and Health Administration (OSHA) Reports	Retain five years after completion and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.
8	Permits & Licensing - Building, stormwater, utility, etc	Copies of licenses and database with permit and license information are kept permanently for future reference. Copies of licenses and database will be sent to MD Archives when this is approved and updated biannually. Permits are destroyed after three years.
9	Plans submitted for review – Building, stormwater, fire safety, roads	Database with plan information is kept permanently for future reference. Database will be sent to MD Archives when this is approved and updated biannually. Copies of commercial plans are kept until building remodeled or demolished. Copies of residential plans are destroyed after three years.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. C1133</b>
		Page 2 of 2
<b>Agency - Wicomico County</b>		<b>Division/Unit - Public Works</b>
Item No.	Description	Retention
10	Construction contracts and documents	Retain three years after project completion and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.
11	Maintenance Documents and Service Contracts	Retain three years after equipment is no longer owned by County and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.
12	Electronic Mail – includes internal/external communication, incoming/outgoing	Screen every 90 days; any e-mail that is an elemental part of another record series listed on this retention schedule will be printed and retained in accordance to the retention statement of that series. For all other e-mails, destroy all those not needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
Schedule Approved by Department, Agency, or Division Representative. Date <i>May 11, 2011</i> Signature  Typed Name Edwin Heatwole Title Public Works Acting Deputy Director		Schedule Authorized by State Archivist Date <i>25 May 2011</i> Signature 

<u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE 1 OF 11	
1. Department/Agency <b>Wicomico County Public Works</b>		2. Division <b>Development,          Roads, and          Solid Waste          Divisions</b>		3. Unit <b>Department</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>Correspondence including internal/external communication, incoming/outgoing ground mail</b>				5. Earliest Year/Latest Year <b>1984 to 2010</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Correspondence related to the management and operation of the three divisions of the Public Works Department.</b>					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Date		9. Volume Numerous Number <b>3 File Drawer(s)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
10. Annual Accumulation Numerous Number <b>3 File Drawer(s)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____					
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed			12. File Becomes Inactive After No affirmed schedule exists Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Office 125 North Division Street,          Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Department standard operation procedure is to not destroy if any legal issues are pending.</b>			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Screen annually destroy material whose fiscal, legal or operational value is no longer needed for current business with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.		
19. Name and Title of Preparer <b>Edwin Heatwole          Acting Deputy Director</b>		20. Telephone Number <b>410-548-4810</b>		21. Date <b>8/17/10</b>	

<u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE 2 OF 11	
1. Department/Agency <b>Wicomico County Public Works</b>		2. Division <b>Development,          Roads, and          Solid Waste          Divisions</b>		3. Unit <b>Department</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>Administrative Files</b>			5. Earliest Year/Latest Year <b>1984 to 2010</b>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Files containing data and information related to the management and operation of the three divisions of the Public Works Department.</b>					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Computer Server		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Date		9. Volume Numerous Number <b>4 File Drawer(s)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation Number _____ <b>3 File Drawer(s)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed			12. File Becomes Inactive After No affirmed schedule exists Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Office 125 North Division Street,          Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Department standard operation procedure is to not destroy if any legal issues are pending.</b>			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Retain three (3) years then destroy</b>		
19. Name and Title of Preparer <b>Edwin Heatwole          Acting Deputy Director</b>		20. Telephone Number <b>410-548-4810</b>		21. Date <b>8/17/10</b>	

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<p>1. Department/Agency <b>Wicomico County Public Works</b></p>		<p>2. Division <b>Development, Roads, and Solid Waste Divisions</b></p>		<p>3. Unit <b>Department</b></p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Purchase Orders/Bills</b></p>			<p>5. Earliest Year/Latest Year <b>1984 to 2010</b></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>All required documentation supporting the issuance of purchase orders and the needed paperwork to allow payment of bills for the three divisions of the Public Works Department.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Computer Server</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Date</p>		<p>9. Volume Numerous Number</p> <p>16 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation Number</p> <p>8 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After No affirmed schedule exists</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Room 201, 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Department standard operation procedure is to not destroy if any legal issues are pending.</b></p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p><b>Screen annually. Retain until the documents' fiscal, legal and operational values are no longer needed for current business then destroy.</b></p>		
<p>19. Name and Title of Preparer <b>Edwin Heatwole Acting Deputy Director</b></p>		<p>20. Telephone Number <b>410-548-4810</b></p>		<p>21. Date <b>8/17/10</b></p>	

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1. Department/Agency <b>Wicomico County Public Works</b>	2. Division <b>Development, Roads, and Solid Waste Divisions</b>	3. Unit <b>Department</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title <b>Purchasing Request For Proposal</b>		5. Earliest Year/Latest Year <b>1984 to 2010</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>All documentation supporting the development and request for appropriate purchasing proposals for the three divisions of the Public Works Department.</b>			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Computer Server		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Date	9. Volume Number <b>3 File Drawer(s)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <b>1 Other (specify) Computer Server</b>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After No affirmed schedule exists Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Room 201, 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Department standard operation procedure is to not destroy if any legal issues are pending.</b>		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <b>Retain 90 days; then destroy</b>	
19. Name and Title of Preparer <b>Edwin Heatwole Acting Deputy Director</b>		20. Telephone Number <b>410-548-4810</b>	21. Date <b>8/17/10</b>

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1. Department/Agency <b>Wicomico County Public Works</b>		2. Division <b>Development,          Roads, and          Solid Waste          Divisions</b>		3. Unit <b>Department</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>Department Payroll &amp; Leave Records</b>			5. Earliest Year/Latest Year <b>1984 to 2010</b>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Records containing details regarding employee payroll calculations, and leave usage and tracking for the three divisions of the Public Works Department.</b>					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Computer Server		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Date		9. Volume Number _____ <input type="checkbox"/> 3 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> 1 Other (specify) Computer Server	
		10. Annual Accumulation Number _____ <input type="checkbox"/> 3 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> 1 Other (specify) Computer Server			
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After No affirmed schedule exists Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Room 201, 125 North Division Street,          Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Department standard operation procedure is to not destroy if any legal issues are pending.</b>			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Retain two (2) years; then destroy</b>		
19. Name and Title of Preparer <b>Edwin Heatwole          Acting Deputy Director</b>		20. Telephone Number <b>410-548-4810</b>		21. Date <b>8/17/10</b>	

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1. Department/Agency <b>Wicomico County Public Works</b>		2. Division <b>Development,          Roads, and          Solid Waste          Divisions</b>		3. Unit <b>Department</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>Non Active Department Personnel Files and Hiring Documents</b>				5. Earliest Year/Latest Year <b>1984 to 2010</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Department personnel records associated with individuals no longer employed by the department or County.</b>					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Date		9. Volume Number _____ <input type="checkbox"/> 3 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed		12. File Becomes Inactive After No affirmed schedule exists Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Room 201, 125 North Division Street,          Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b>				14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Department standard operation procedure is to not destroy if any legal issues are pending.</b>				16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				18. Recommended Retention <b>Retain three (3) years; then destroy</b>	
19. Name and Title of Preparer <b>Edwin Heatwole          Acting Deputy Director</b>		20. Telephone Number <b>410-548-4810</b>		21. Date <b>8/17/10</b>	

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1. Department/Agency <b>Wicomico County Public Works</b>	2. Division <b>Development, Roads, and Solid Waste Divisions</b>	3. Unit <b>Department</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title <b>MDE and OSHA Reports</b>		5. Earliest Year/Latest Year <b>1984 to 2010</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Reports generated from inspections and other compliance activities.</b>			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Date	9. Volume Number <b>4 File Drawer(s)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed		10. Annual Accumulation Number <b>2 File Drawer(s)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Room 201, 125 North Division Street,          Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b>		12. File Becomes Inactive After No affirmed schedule exists Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Department standard operation procedure is to not destroy if any legal issues are pending.</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
19. Name and Title of Preparer <b>Edwin Heatwole          Acting Deputy Director</b>		20. Telephone Number <b>410-548-4810</b>	21. Date <b>8/17/10</b>

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<p>1. Department/Agency <b>Wicomico County Public Works</b></p>		<p>2. Division <b>Development, Roads, and Solid Waste Divisions</b></p>		<p>3. Unit <b>Department</b></p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Permits &amp; Licensing - Building, stormwater, utility, etc</b></p>			<p>5. Earliest Year/Latest Year <b>1984 to 2010</b></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Building, electrical, stormwater, utility and other related permits and license.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Date</p>		<p>9. Volume</p> <p>Number _____</p> <p><b>5 File Drawer(s)</b></p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>	
		<p>10. Annual Accumulation</p> <p>Number _____</p> <p><b>3 File Drawer(s)</b></p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually    <input checked="" type="checkbox"/> As Needed</p>			<p>12. File Becomes Inactive After No affirmed schedule exists</p> <p>Number _____ <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Room 201, 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Department standard operation procedure is to not destroy if any legal issues are pending.</b></p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p><b>Copies of licenses and database with permit and license information are kept permanently for future reference. Copies of licenses and database will be sent to MD Archives when this is approved and updated biannually. Permits are destroyed after three years.</b></p>		
<p>19. Name and Title of Preparer <b>Edwin Heatwole Acting Deputy Director</b></p>		<p>20. Telephone Number <b>410-548-4810</b></p>		<p>21. Date <b>8/17/10</b></p>	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE 9 OF 11	
1. Department/Agency <b>Wicomico County Public Works</b>		2. Division <b>Development,          Roads, and          Solid Waste          Divisions</b>		3. Unit <b>Department</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>Plans submitted for review – Building, stormwater, fire safety, roads</b>			5. Earliest Year/Latest Year <b>1984 to 2010</b>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Building, plats, stormwater, fire safety, roads, utility, etc.</b>					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) 11 X 17 and 24 X 36 inch sheets		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Date		9. Volume Number _____ <b>5 File Drawer(s)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
		10. Annual Accumulation Number _____ <b>3 File Drawer(s)</b> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed			12. File Becomes Inactive After No affirmed schedule exists Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Room 201, 125 North Division Street,          Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Department standard operation procedure is to not destroy if any legal issues are pending.</b>			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Database with plan information is kept permanently for future reference. Database will be sent to MD Archives when this is approved and updated biannually. Copies of commercial plans are kept until building remodeled or demolished. Copies of residential plans are destroyed after three years.</b>		
19. Name and Title of Preparer <b>Edwin Heatwole          Acting Deputy Director</b>		20. Telephone Number <b>410-548-4810</b>		21. Date <b>8/17/10</b>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 10 OF 11</p>
<p>1. Department/Agency <b>Wicomico County Public Works</b></p>	<p>2. Division <b>Development, Roads, and Solid Waste Divisions</b></p>	<p>3. Unit <b>Department</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>Construction Contracts and Documents</b></p>		<p>5. Earliest Year/Latest Year <b>1984 to 2010</b></p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Contracts, reporting, and details relating to construction projects.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) 11 X 17 and 24 X 36 inch sheets</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Date</p>	<p>9. Volume Number</p> <p><b>5 File Drawer(s)</b></p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation Number</p> <p><b>3 File Drawer(s)</b></p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually    <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After No affirmed schedule exists</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Room 201, 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <b>Department standard operation procedure is to not destroy if any legal issues are pending.</b></p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>Retain three years after project completion and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.</b></p>	
<p>19. Name and Title of Preparer <b>Edwin Heatwole Acting Deputy Director</b></p>	<p>20. Telephone Number <b>410-548-4810</b></p>	<p>21. Date <b>8/17/10</b></p>

<p><b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 11 OF 11</p>
<p>1. Department/Agency <b>Wicomico County Public Works</b></p>	<p>2. Division <b>Development, Roads, and Solid Waste Divisions</b></p>	<p>3. Unit <b>Department</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>Maintenance Documents and Service Contracts</b></p>		<p>5. Earliest Year/Latest Year <b>1984 to 2010</b></p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Equipment maintenance documents and service contract records. Used by operations to verify maintenance intervals and document service for the equipment.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) 11 X 17 and 24 X 36 inch sheets</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Date</p>	<p>9. Volume Number</p> <p><b>5 File Drawer(s)</b></p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation Number</p> <p><b>3 File Drawer(s)</b></p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually    <input checked="" type="checkbox"/> As Needed</p>		<p>12. File Becomes Inactive After No affirmed schedule exists</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>
<p>13. Current Location(s) (Bldg., Floor, Room) <b>GOB County Public Works Room 201, 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road</b></p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <b>Department standard operation procedure is to not destroy if any legal issues are pending.</b></p>		<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p><b>Retain three years after equipment is no longer owned by County and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.</b></p>
<p>19. Name and Title of Preparer <b>Edwin Heatwole</b> <b>Acting Deputy Director</b></p>	<p>20. Telephone Number <b>410-548-4810</b></p>	<p>21. Date <b>8/17/10</b></p>

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
		<b>Page 1 of 12</b>			
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE Correspondence – includes internal/external communication, incoming/outgoing mail</b>				<b>5 EARLIEST YEAR/LATEST YEAR 1994 TO Current</b>	
<b>6 INPUT - Identify source of information to be entered Both internal and external operational and business communications prepared by staff. Communication received by staff from both external and internal sources.</b>			<b>7 OUTPUT - Identify the use/s of information generated by system Business and operational needs of the Department</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Correspondence related to the management and operation of the department.</b>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Correspondence is used and kept in the normal course of business.</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information received and distributed remains in original condition.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Information is stored on hard drive of desktop computers used by office staff. Backup is on managers H-drive or the shared drive depending on access limitations.</b>					
<b>12 RECOMMENDED RETENTION Screen annually destroy material whose fiscal, legal or operational value is no longer needed for current business with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER Edwin Heatwole</b>		<b>14 TELEPHONE NUMBER 410-548-4810</b>		<b>15 DATE 8/17/10</b>	
<b>16 TITLE OF PREPARER Acting Deputy Director</b>					
<b>DGS 550-6</b>					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
		<b>Page 2 of 12</b>			
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE Administrative Files</b>				<b>5 EARLIEST YEAR/LATEST YEAR 1994 TO Current</b>	
<b>6 INPUT - Identify source of information to be entered Business/administrative/operational documents prepared by department staff. Documents received needing to be maintained for reference.</b>			<b>7 OUTPUT --Identify the use/s of information generated by system Business and operational needs of the Department</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Files containing data and information related to the management and operation of the department.</b>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Files are kept in the normal course of department business for staff use.</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained by department staff.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Information is stored on hard drive of desktop computers used by office staff. Backup is on managers H-drive or the shared drive depending on access limitations.</b>					
<b>12 RECOMMENDED RETENTION Retain three (3) years then destroy.</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER Edwin Heatwole</b>		<b>14 TELEPHONE NUMBER 410-548-4810</b>		<b>15 DATE 8/17/10</b>	
<b>16 TITLE OF PREPARER Acting Deputy Director</b>					
<b>DGS 550-6</b>					

<b>INSTRUCTIONS</b> – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	ELECTRONIC RECORDS INVENTORY  <p style="text-align: center;"><b>Page 3 of 12</b></p>
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>	<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>		
<b>4 ELECTRONIC RECORD SERIES TITLE Purchase Orders/Bills</b>		<b>5 EARLIEST YEAR/LATEST YEAR 1994 TO Current</b>
<b>6 INPUT - Identify source of information to be entered Purchases being made by department staff. Vendor bills for items purchased by department staff.</b>	<b>7 OUTPUT - Identify the use/s of information generated by system Purchase orders for specific items and invoices provided by vendors for payment.</b>	
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. All required documentation supporting the purchase orders and the needed paperwork to allow the payment of bills.</b>		
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by the department administration and supervisors. Documentation is used and kept in the normal course of processing purchase orders and invoices.</b>		
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Follow County Purchasing regulations related to modifications to documents.</b>		
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Information is stored on hard drive of desktop computers used by department administration and supervisors. Backup is on administration and supervisors H-drive or the shared drive depending on access limitations.</b>		
<b>12 RECOMMENDED RETENTION Screen annually. Retain until the documents' fiscal, legal and operational values are no longer needed for current business then destroy.</b>		
<b>13 TYPED OR PRINTED NAME OF PREPARER Edwin Heatwole</b>	<b>14 TELEPHONE NUMBER 410-548-4810</b>	<b>15 DATE 8/17/10</b>
<b>16 TITLE OF PREPARER Acting Deputy Director</b>		
DGS 550-6		

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		ELECTRONIC RECORDS INVENTORY  <p style="text-align: center;"><b>Page 4 of 12</b></p>	
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
DEFINITION – Record Series - <b>A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE Purchasing Requests for Proposals</b>				<b>5 EARLIEST YEAR/LATEST YEAR 1994 TO Current</b>	
<b>6 INPUT - Identify source of information to be entered Needed for purchases of \$5,000.00 or more.</b>			<b>7 OUTPUT - Identify the use/s of information generated by system Solicit pricing for specified expenditures.</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  All documentation supporting the development and request for appropriate purchasing proposals.</b>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by the department administration. Documentation is used and kept in the normal course of developing and processing proposals.</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Follow County Purchasing regulations related to modifications to proposals as appropriate.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Information is stored on hard drive of desktop computers used by department administration. Backup is on department administration personnel H-drive or the shared drive depending on access limitations.</b>					
<b>12 RECOMMENDED RETENTION Retain ninety (90) days; then destroy.</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER Edwin Heatwole</b>		<b>14 TELEPHONE NUMBER 410-548-4810</b>		<b>15 DATE 8/17/10</b>	
<b>16 TITLE OF PREPARER Acting Deputy Director</b>					
DGS 550-6					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
		<b>Page 5 of 12</b>			
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> <b>Department Payroll and Leave Records</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b> <b>1994 TO Current</b>	
<b>6 INPUT - Identify source of information to be entered</b>  <b>Work schedules and leave approved.</b>			<b>7 OUTPUT - Identify the use/s of information generated by system</b>  <b>Determine employee compensation and administration of leave.</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> <b>Records contain details regarding employee payroll calculations, and leave usage and tracking.</b>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> <b>Controlled by the department administration. Documentation is used and kept in the normal course of leave administration and payroll calculations.</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> <b>Files are maintained by department staff weekly.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> <b>Information is updated on a real time basis as needed by department. Information is stored on hard drive of desktop computers used by office staff. Backup is on administrators H-drive or the shared drive depending on access limitations.</b>					
<b>12 RECOMMENDED RETENTION</b> <b>Retain two (2) years; then destroy.</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> <b>Edwin Heatwole</b>		<b>14 TELEPHONE NUMBER</b> <b>410-548-4810</b>		<b>15 DATE</b> <b>8/17/10</b>	
<b>16 TITLE OF PREPARER</b> <b>Acting Deputy Director</b>					
<b>DGS 550-6</b>					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
		<b>Page 6 of 12</b>			
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE Non-Active Departmental Personnel Files and Hiring Documents</b>				<b>5 EARLIEST YEAR/LATEST YEAR 1994 TO Current</b>	
<b>6 INPUT - Identify source of information to be entered Used for Departmental Personnel records.</b>			<b>7 OUTPUT - Identify the use/s of information generated by system Determine employee suitability for the position.</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records contain details regarding employee past performance.</b>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by the department administration. Documents are kept in confidential files.</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained by department administration on an as needed basis.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Information is updated as needed by department administration. Information is stored on hard drive of desktop computers used by office staff in confidential files. Backup is on administrators H-drive or the shared drive depending on access limitations.</b>					
<b>12 RECOMMENDED RETENTION Retain three (3) years; then destroy.</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER Edwin Heatwole</b>		<b>14 TELEPHONE NUMBER 410-548-4810</b>		<b>15 DATE 8/17/10</b>	
<b>16 TITLE OF PREPARER Acting Deputy Director</b>					
<b>DGS 550-6</b>					

<b>INSTRUCTIONS</b> – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		ELECTRONIC RECORDS INVENTORY  <p style="text-align: center;"><b>Page 7 of 12</b></p>	
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b>  <b>MDE and OSHA Reports</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b>  <b>1994 TO Current</b>	
<b>6 INPUT - Identify source of information to be entered</b>  <b>Reports for permit compliance.</b>			<b>7 OUTPUT - Identify the use/s of information generated by system</b>  <b>Government reporting and verification.</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> <b>Records contain details regarding operations and compliance with MDE and OSHA.</b>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> <b>Controlled by the department administration. Records are kept in department files.</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> <b>Files are maintained by department administration on an as needed basis.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> <b>Information is updated as needed by department administration. Information is stored on hard drive of desktop computers used by office staff in confidential files. Backup is on administrators H-drive or the shared drive depending on access limitations.</b>					
<b>12 RECOMMENDED RETENTION</b> <b>Retain five years after completion and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  <b>Edwin Heatwole</b>		<b>14 TELEPHONE NUMBER</b>  <b>410-548-4810</b>		<b>15 DATE</b>  <b>8/17/10</b>	
<b>16 TITLE OF PREPARER</b> <b>Acting Deputy Director</b>					
DGS 550-6					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		ELECTRONIC RECORDS INVENTORY  <p style="text-align: center;"><b>Page 8 of 11</b></p>	
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
DEFINITION – Record Series - <b>A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b>  <b>Permits and Licensing – Building, stormwater, utility, etc</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b>  <b>1994 TO Current</b>	
<b>6 INPUT - Identify source of information to be entered</b>  <b>Used for Departmental permits and license.</b>			<b>7 OUTPUT - Identify the use/s of information generated by system</b>  <b>Database for permits and licensing.</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> <b>Records contain permits and licenses for building, stormwater, electrical, utility and other related permits and licenses.</b>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> <b>Controlled by the department staff. Documentation is used and kept in the normal course of issuing permits and licenses.</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> <b>Files are maintained by department staff daily.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> <b>Information is stored on hard drive of desktop computers used by office staff. Backup is on managers H-drive or the shared drive depending on access limitations.</b>					
<b>12 RECOMMENDED RETENTION</b> <b>Copies of licenses and database with permit and license information are kept permanently for future reference. Copies of licenses and database will be sent to MD Archives when this is approved and updated biannually. Permits are destroyed after three years.</b>					
<b>13 TYPED OR PINTED NAME OF PREPARER</b>  <b>Edwin Heatwole</b>		<b>14 TELEPHONE NUMBER</b>  <b>410-548-4810</b>		<b>15 DATE</b>  <b>8/17/10</b>	
<b>16 TITLE OF PREPARER</b> <b>Acting Deputy Director</b>					
DGS 550-6					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
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<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Plans submitted for review – Building, stormwater, fire safety, roads				<b>5 EARLIEST YEAR/LATEST YEAR</b> 1994 TO Current	
<b>6 INPUT - Identify source of information to be entered</b> Received from project for review.			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Determine suitability of design per MD standards.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> Records contain submittal calculations and design data for review.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Controlled by the department staff. Documentation is used and kept in the normal course of reviewing submittals.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Files are maintained by department staff on an as needed basis.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Information is stored on hard drive of desktop computers used by office staff. Backup is on managers H-drive or the shared drive depending on access limitations.					
<b>12 RECOMMENDED RETENTION</b> Database with plan information is kept permanently for future reference. Database will be sent to MD Archives when this is approved and updated biannually. Copies of commercial plans are kept until building remodeled or demolished. Copies of residential plans are destroyed after three years.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Edwin Heatwole		<b>14 TELEPHONE NUMBER</b> 410-548-4810		<b>15 DATE</b> 8/17/10	
<b>16 TITLE OF PREPARER</b> Acting Deputy Director					
DGS 550-6					

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		ELECTRONIC RECORDS INVENTORY  <p style="text-align: center;"><b>Page 10 of 12</b></p>	
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
<b>DEFINITION</b> - Record Series - <b>A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b>  <b>Construction Contracts and Documents</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b>  <b>1994 TO Current</b>	
<b>6 INPUT</b> - Identify source of information to be entered  <b>Contract documents.</b>			<b>7 OUTPUT</b> - Identify the use/s of information generated by system  <b>Construction project management.</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>Records contain contract and related construction documentation.</b>					
<b>9 POLICY ON ACCESS AND USE</b> - Explain or attach copy if established in writing. <b>Controlled by the department staff. Contract is used for the duration of the project.</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> <b>Files are updated maintained by department staff as the project progresses.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> <b>Information is stored on hard drive of desktop computers used by office staff. Backup is on department S-drive.</b>					
<b>12 RECOMMENDED RETENTION</b> <b>Retain three years after project completion and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  <b>Edwin Heatwole</b>		<b>14 TELEPHONE NUMBER</b>  <b>410-548-4810</b>		<b>15 DATE</b>  <b>8/17/10</b>	
<b>16 TITLE OF PREPARER</b> <b>Acting Deputy Director</b>					
DGS 550-6					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
		<b>Page 11 of 12</b>			
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>		<b>3 UNIT Department</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> <b>Maintenance Documents and Service Contracts</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b> <b>1994 TO Current</b>	
<b>6 INPUT - Identify source of information to be entered</b> <b>Provided with Departmental equipment.</b>			<b>7 OUTPUT - Identify the use/s of information generated by system</b> <b>Used to verify maintenance schedules etc.</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> <b>Records contain equipment information and related owner documentation.</b>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> <b>Controlled by the department staff for the life of the equipment.</b>					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> <b>Updating not required unless notified by the equipment manufacturer.</b>					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> <b>Information is stored on hard drive of desktop computers used by office staff. Backup is on department S-drive.</b>					
<b>12 RECOMMENDED RETENTION</b> <b>Retain three years after equipment is no longer owned by County and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> <b>Edwin Heatwole</b>		<b>14 TELEPHONE NUMBER</b> <b>410-548-4810</b>		<b>15 DATE</b> <b>8/17/10</b>	
<b>16 TITLE OF PREPARER</b> <b>Acting Deputy Director</b>					
<b>DGS 550-6</b>					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</b>	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>	
<b>1 DEPARTMENT/AGENCY Wicomico County Public Works</b>		<b>2 DIVISION Development, Roads, and Solid Waste Divisions</b>	<b>3 UNIT Department</b>
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>			
<b>4 ELECTRONIC RECORD SERIES TITLE Electronic Mail – includes internal/external communication, incoming/outgoing</b>		<b>5 EARLIEST YEAR/LATEST YEAR 1994 TO Current</b>	
<b>6 INPUT - Identify source of information to be entered Both internal and external operational and business communications prepared by staff. E-mail received by staff from both external and internal sources.</b>	<b>7 OUTPUT - Identify the use/s of information generated by system Business and operational needs of the Department</b>		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Email related to the management and operation of the department.</b>			
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. E-mail that is used and kept in the normal course of business.</b>			
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information received and distributed remains in original condition.</b>			
<b>12 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. E-mail is stored on hard drive of desktop computers used by office staff.</b>			
<b>12 RECOMMENDED RETENTION Screen every 90 days; any e-mail that is an elemental part of another record series listed on this retention schedule will be printed and retained in accordance to the retention statement of that series. For all other e-mails, destroy all those not needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</b>			
<b>13 TYPED OR PRINTED NAME OF PREPARER Edwin Heatwole</b>	<b>14 TELEPHONE NUMBER 410-548-4810</b>	<b>15 DATE 8/17/10</b>	
<b>16 TITLE OF PREPARER Acting Deputy Director</b>			
<b>DGS 550-6</b>			